

Springdale Fire Department

To: Employee's Name
CC: Your Immediate Supervisor
From: Officer's Name who is Administering Reprimand
Date: Today's Date
Re: Written Reprimand

This is a written reprimand for **Employee's Name** as related to your substandard performance in **Actions, Misconduct, Behavior, etc.**, as described in the *Springdale Civil Service Commission Rules and Regulations*: Chapter **as applicable**, Section **as applicable**.

The basis of this written reprimand consists of the fact that **Specific actions, be as detailed as possible, including past incidents related to this event and extenuating circumstances as applicable.**

Your performance will be closely monitored in the future. If your performance does not meet the standards of the department, future disciplinary action may include suspension without pay, demotion, or discharge.

This written reprimand will become part of your permanent personnel file in accordance with the *Springdale Civil Service Commission Rules and Regulations*: Chapter 8, Section 4: **"Written Reprimand"**.

Personnel Name

Officer

Officer's Supervisor